DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1230 Page 1 of 1

DGS 550-1

Agency

Sheriff

Title

Division/Unit

K-9

Wicomico County Sheriff's Office Description Retention Item No. 1 Yearly K-9 Report Retained for 10 years After retirement of K-9, then destroy 2 K-9 Enforcement Activities Report Retained for 10 years After retirement of K-9, then destroy Retained for 10 years 3 Detector Dog Training Report After retirement of K-9. then destroy Training Tracking Report Retained for 10 years After retirement of K-9, then destroy Retained for 10 years 5 Canine Training Report After retirement of K-9, then destroy Retained for 10 years 6 K-9 Training Log After retirement of K-9, then destroy K-9 Veterinary Records Retained for 10 years 7 After retirement of K-9, then destroy Schedule Approved by Department, Agency, Schedule Authorized by State Archivist or Division Representative. Date Date Signature Signature Typed Name Michael A. Lewis

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Instructions –Type or Print a separate form for each new or revised record series. Forward with			BENERAL SE GEMENT DIV				
Records Retention Schedule (DGS 550-1)			oad, P.O. Box				
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			99-1930				
1. Department/Agency	2. Divisio	n			3. Unit		
Wicomico County Sheriff's Office	K-9						
401 Naylor Mill Road Salisbury, MD 21801							
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
4. Record Series Title				5. Earliest Year/Latest Year			
Wicomico County Sheriff's Office Yearly K-9 Report				2007 to _2012_			
6. Record Series Description (Briefly describe the type	es of inforn	mation/docum	nents/forms fo	und in the	series. Include the purpose or function of the		
series.)							
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401 Naylor Mill Road Salisbury, MD 21801 Room 63			Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
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Permitted to be in these files. Written Freedom of Information request and Application of Wicomico County Sherift's Office Policy and Procedures. And Wicomico County Policy and Procedures			x None State Federal Independent				
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			Retained for10 years after retirement of K-9, then Destroy				
19 Name and Title of Propagar		20 Talanha	ne Number	21. Date			
19. Name and Title of Preparer Deborah A. Brannan	20. Telephone Number 410-548-4891			21. Date 01/09/2013			
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Instructions –Type or Print a separate form for			SENERAL SEI SEMENT DIV		AGENCY NEGOTION WENTON		
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	410-799-1930						
Department/Agency	2. Division				3. Unit		
Wicomico County Sheriff's Office	K-9						
401 Naylor Mill Road Salisbury, MD 21801							
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
4. Record Series Title				5. Earlie	st Year/Latest Year		
K-9 Enforcement Activities Report				2007 to _2012_			
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19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Deborah A. Brannan		410-548-489		01/09/20	13		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY		
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Records Retention Schedule (DGS 550-1)			oad, P.O. Box				
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Department/Agency	2. Division				3. Unit		
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401 Naylor Mill Road Salisbury, MD 21801							
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disp purposes.							
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6. Record Series Description (Briefly describe the type	es of infor	mation/docum	ents/forms fo	und in the	series. Include the purpose or function of the		
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19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Deborah A. Brannan	410-548-4891			01/09/20	13		
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Department/Agency Wicomico County Sheriff's Office	2. Division K-9	99-1930		3. Unit		
401 Naylor Mill Road Salisbury, MD 21801						
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	nd used as a u	init for refe	rence as well as retention and disposition		
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		Retained for10 years after retirement of K-9, then Destroy				
19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Deborah A. Brannan	410-548-48	391	01/09/20	13		

Instructions –Type or Print a separate form for	DEPARTMENT OF C	SENERAL SER	RVICES AGENCY RECORDS INVENTORY					
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Department/Agency	2. Division			3. Unit				
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Deborah A. Brannan	410-548-48	91	01/09/20	13				

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Deborah A. Brannan	orah A. Brannan 410-548-4891			01/09/20	13		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			DVICES	AGENCY RECORDS INVENTORY			
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Records Retention Schedule (DGS 550-1)				275	PAGE7 OF7			
Department/Agency	2. Division				3. Unit			
Wicomico County Sheriff's Office	K-9							
401 Naylor Mill Road Salisbury, MD 21801								
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4. Record Series Title				5. Earlie	st Year/Latest Year			
K-9 Veterinary Log			2007 to _2012_					
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Record Series Description (Briefly describe the typ	es of infor	mation/docum	nents/forms fo	und in the	series. Include the purpose or function of the			
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19. Name and Title of Preparer	*	20. Telepho	ne Number	21. Date				
Deborah a. Brannan		410-548-48	10.	01/09/20				